



DEPARTMENT OF BOATING AND WATERWAYS JOB OPPORTUNITY

STUDENT ASSISTANT POSITION

FINAL FILING DATE: OPEN UNTIL FILLED

DATE OF ANNOUNCEMENT: April 3, 2006

TYPE OF APPOINTMENT: Flexible hours according to school schedule

SALARY: \$7.86 - \$10.47

CONTACT: Sandra V. Eaton, (916) 263-0875
Accounting Office
Dept. of Boating and Waterways
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3896

DUTIES: Under the direction of the Accounting Administrator, the Student Assistant shall perform the following duties:

- ☐ Prepare the agency bank deposits
- ☐ Distribute Accounting Office mail and maintain files
- ☐ Assist with year-end activities
- ☐ Other duties as required

PREFERRED MAJOR OR COURSES:

Accounting 1A

DESIRABLE QUALIFICATIONS:

- ☐ Ability to follow written and oral instructions, communicate effectively, maintain a good working relationship in a team setting.
- ☐ Ability to perform routine and repetitive accounting tasks.
- ☐ Knowledge of basic computer skills: Microsoft Excel and Word.

WHO MAY APPLY: The position is available to college students currently enrolled in at least six semester or equivalent quarter units. Applicants are hired through the **Foundation for California Community Colleges**. Upon receipt of your application, our staff will review your qualifications and will contact you should your education and experience match the requirements of our current opening. If you are not contacted, please be aware that another candidate has been chosen for the position.

HOW TO APPLY: TRANSCRIPT AND PROOF OF ENROLLMENT ARE REQUIRED AT THE TIME OF INTERVIEW. Submit State Application Std. 678 (available in Career Services or by calling the number above) and resume to:

**Department of Boating and Waterways
Attn: Sandra Eaton
2000 Evergreen Street, Suite 100
Sacramento, CA. 95815-3896**

Free parking is available at this work location.

Visit www.foundationccc.org for more job listings of the Foundation for California Community Colleges.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.